



# Chicago Metropolitan Agency for Planning

## Agenda Item 8.1

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606

312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

### MEMORANDUM

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** October 4, 2017

**Re:** Contract Approval for Cost Allocation Plan and Indirect Cost Rate Proposal

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In an effort to recover administrative costs incurred by CMAP to the maximum extent possible under current guidelines, CMAP must adequately document its administrative overhead costs, provide justification of their benefit to federal programs, and optimize allocation of administrative overhead costs to the Agency's departments funded with Federal grant monies. To achieve this goal CMAP desires to develop a Cost Allocation Plan (CAP) and an Indirect Cost Rate Proposal (ICP) that is compliant with the principles and standards of the U.S. Office of Management and Budget (OMB). These services are also required for CMAP to successfully negotiate our FY16 and FY17 indirect cost rates with the State of Illinois and to implement a long-term cost application plan for future fiscal years.

On July 19, 2017, CMAP released a Request for Quotations (RFQ) seeking an accounting firm to provide it with assistance developing a CAP and ICP. Proposals were due on August 4, 2017. CMAP received no response to its RFQ. As a result, CMAP contacted MAXIMUS Consulting Services, Inc., a well-respected firm in the region whose clients include the City of Chicago, Cook County and the Springfield-Sangamon County Regional Planning Commission.

MAXIMUS responded to CMAP's request for a quotation to develop a Cost Allocation and Indirect Cost Rate Proposal for a total cost of \$25,000.00, CMAP deems as fair and reasonable for the services requested. It is recommended that the Board approve a 1-year contract with MAXIMUS with the option of extending the agreement an additional four years for a total not to exceed contract cost of \$125,000.00. Support for this contract is included in the FY18 Operating Budget. Funding for subsequent years will be based upon performance and available funding.

**ACTION REQUESTED:** Approval





## MEMORANDUM

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** October 4, 2017

**Re:** Contract Approval for Regional Greenhouse Gas Emissions  
Inventory

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ON TO 2050 will present specific strategies for making the region more resilient to the future impacts of climate change. A strong understanding of greenhouse gas emissions trends is necessary as a foundation upon which to recommend strategies for climate mitigation and adaptation.

The inventory produced for ON TO 2050 will update and build upon the 2010 inventory to create a more robust inventory methodology using the most current best practices, a snapshot of 2015 conditions, and updated targets. The inventory is expected to cover the calendar year of 2015, and assess the area within the CMAP region, defined as the seven counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. As part of this process, the 2010 inventory will be updated to comply with current Global Protocol for Community –Scale Greenhouse Gas Emissions (GPC) standards.

### Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on August 28, 2017. Staff held a non-mandatory pre-bid information session for consultants on September 6. Notes pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On September 18, CMAP received proposals from three consultants: AECOM, Elevate Energy, and ICF.

Proposals were reviewed by two CMAP staff members. The review team scored each proposal independently by September 26. The criteria for selection included the following.

1. The demonstrated record of experience of the consultant as well as identified staff in providing the professional services identified in the scope of work.
2. Expertise in preparing GPC-compliant greenhouse gas emissions inventories.

3. The consultant’s approach to preparing greenhouse gas emissions inventories that address the priorities identified in the Project Background and Project Description sections of the scope.
4. The quality and relevance of the examples of similar work.
5. Cost to CMAP, including consideration of all project costs, potential savings, and per-hour rates.

Table 1 shows the score of each firm that submitted a response to the RFP.

**Table 1: Scoring**

Criteria	Maximum Score	AECOM	Elevate Energy	ICF
Experience	20	19	15.5	20
Understanding of contract purpose	20	15	13.5	15
Approach to activities in scope	30	25	22.5	26.5
Quality and relevance of sample projects	10	8.5	7.5	9.5
Cost	20	2.9 \$205,691	17.3 \$81,930	11.9 \$119,882
Total	100	70.4	76.3	82.9

Upon reviewing the proposals, CMAP staff held interviews with two firms, Elevate Energy and ICF, on September 27. AECOM was not interviewed due to their much higher cost, which lowered their overall score.

**Recommendation for Contractor Selection**

Following the interviews, the selection committee reached a consensus to recommend the team led by ICF as the preferred contractor for the Regional Greenhouse Gas Emissions Inventory. The interview team felt that ICF had the most comprehensive approach to the project, in-depth understanding of GPC protocols, and demonstrated ability to meet the project’s aggressive timeline. ICF has completed hundreds of greenhouse gas emissions inventories, including the Chicago 2010 Regional Greenhouse Gas Emissions Inventory.

It is recommended that the Board approve a contract with ICF for the Regional Greenhouse Gas Emissions Inventory for a not-to-exceed cost of \$119,881.89 and a term not to extend beyond June 30, 2018. Support for this project is included in the FY18 Operating Budget.

ACTION REQUESTED: Approval



## MEMORANDUM

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** October 4, 2017

**Re:** Contract Approval for Architectural Design Services

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On September 14, 2016 the Board approved a contract with Cresa Partners Chicago, to assist CMAP in areas of space optimization planning, market analysis, and lease negotiations as it explores negotiating a new or amended lease with its current or future building owner/landlords.

On behalf of CMAP, Cresa released a Request for Proposals for Architectural Design Services on June 19, 2017 to a pre-qualified list of firms including; Epstein Global, NELSON, Wright Heerema Architects, Stantec, and Shive-Hattery Architecture + Engineering. These services are required for space optimization planning efforts, and to determine the best and highest use of CMAP's office space in the current or proposed footprints.

### **Review Process**

On July 7, 2017, Cresa received responses from Stantec, Shive-Hattery, Wright Heerema Architects (WHA), NELSON, and Epstein Global. On CMAP's behalf, Cresa reviewed each response and scored each based upon the following evaluation criteria:

- Team organization and qualifications
- Experience with clients similar to CMAP
- Completeness of Proposal Response
- Cost proposal or cost to CMAP

Cresa's final scores are reflected in the Table 1.

Table 1.

Criteria	Maximum	WHA	Stantec	Shive Hattery
Presentation: clarity, detail and delivery	40	31	29	21
Team Organization/Qualifications	75	66	59	50
<b>Total</b>	<b>115</b>	<b>(\$173,750) 97</b>	<b>(\$147,500) 88</b>	<b>(\$152,500) 71</b>

**Recommendation for contractor selection**

On August 10<sup>th</sup>, upon the recommendation of Cresa and with CMAP’s concurrence, interviews were conducted with the following firms: Wright Heerema, Stantec, and Shive-Hattery Architecture + Engineering.

At the conclusion of the interviews, CMAP staff re-reviewed the scoresheet, as presented by Cresa and were given the opportunity to adjust each of the firm’s scores. The review team recommends the selection of **Wright Heerema Architects** to provide architectural design services to CMAP. The Wright Heerema team, although the most costly of the three firms interviewed, delivered the strongest presentation and were deemed to have provided the strongest team with regard to organization and qualifications. They also provided the best design and build strategy to assist CMAP explore space options.

It is recommended that the Board approve a contract with Wright Heerema to provide architectural design services, for a cost not to exceed \$173,750.00. Support for this project has been included in the FY17 Operating Budget.

ACTION REQUESTED: Approval



## MEMORANDUM

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** October 4, 2017

**Re:** Contract Approval for Illinois Department of Natural Resources (IDNR)  
Water Supply Planning Grant

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CMAP is requesting approval to enter into a contract with the Illinois Department of Natural Resources to perform a scope of services related to the IDNR Water Supply Planning grant.

This grant is being awarded to CMAP to conduct regional water demand forecast, strategic planning for the Joliet area communities Public Water Commission, update the Lake Michigan water loss reduction tool, and conduct a case study on pros and cons on consolidating the water supply of Oswego, Montgomery, and Yorkville (OMY).

CMAP will collaborate with the Metropolitan Planning Council (MPC) and Illinois-Indiana Sea Grant College Program (IISG) at the University of Illinois (IISG) to complete these projects by June 2018 and to expend the award amount of \$125,000. MPC and IISG were selected to partner with CMAP based on their experience in similar scope work and their technical expertise in the area of water demand forecasting and associated best practices.

For the scope of services performed during the term of this contract, CMAP will be awarded \$125,000 and enter into agreements with MPC in the amount of \$40,000 and IISG for \$25,000. CMAP will retain \$60,000 for its scope of work performed under the grant for a total of \$125,000. Based on the June 2018 expiration of the award, the scope of work and the expertise required, this allocation was the most effective way to successfully complete this project.

It is recommended that the Board approve this contract with IDNR and approve agreements with MPC and IISG in the amounts indicated above to complete the IDNR Water Supply Planning projects by June 2018.

ACTION REQUESTED: Approval

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